



INVITATION TO TENDER AND INSTRUCTIONS CONTAINING TERMS AND CONDITIONS GOVERNING THE TENDER FOR ANNUAL RATE CONTRACT FOR REFRESHMENT TO BE SERVED DURING 'ON CAMPUS' & 'OFF CAMPUS' TRAINING PROGRAMMES AND OTHER FARMER RELATED PROGRAMMES OF KVK, BUD BUD, BURDWAN.

1. Sealed tenders are hereby invited by the Director, ICAR-Central Research Institute for Jute and Allied Fibre, Barrackpore, Kolkata-700120 for providing refreshment (tiffin/lunch/dinner) on purely 'Rate Contract' basis. The terms and conditions of the contract which will govern any contract made are those contained in the General Conditions of contract applicable to the contracts and the special terms and conditions are detailed in the tenders forms and its schedules. Please submit your rates in the prescribed form if you are in a position to furnish the requisite services in accordance with the requirements stated in the attached schedules.
2. The tenderer is being permitted to give tenders in consideration of the stipulations on his part that after submitting his tenders, he will not resale from his office or modify the terms and conditions thereof. If the tenderers fail to observe and comply with the foregoing stipulation the aforesaid amount of EMD will be forfeited by the Institute. In the event of the offer made by the tenderer not being accepted, the amount of earnest money deposited by the tenderer will be refunded to him.
3. The Schedule of the tenders form should be returned intact and pages should not be detached. In the event of the space provided on the schedule form being insufficient for the required purpose, additional pages may be added. Each additional page must be numbered consecutively and be signed in full by the tenderer. In such cases reference to the additional pages must be made in the tenders form. If any modification of the schedule is considered necessary it should be communicated by means of a separate letter along with the tenders. Overwriting /erasing in rates to be quoted by the tenderer will not be allowed otherwise the tenders may be rejected.
4. **Earnest Money Deposit (EMD): ₹20,000/- (Rupees Twenty Thousand)** only in the form of Demand Draft drawn in favour of "ICAR-UNIT-CRIJAF" payable at Kolkata. The EMD should be submitted in sealed envelope super-scribed as (Name of the work) and NIT No. **49/2019-20** dated **21.02.2020**. Failure to deposit Earnest Money will lead to rejection of tender. In the event of awardee bidder backing out, EMD of the bidder will be forfeited. The sealed envelopes having EMD should be super-scribed as "ANNUAL RATE CONTRACT FOR REFRESHMENT TO BE SERVED DURING 'ON CAMPUS' & 'OFF CAMPUS' TRAINING PROGRAMMES AND OTHER FARMER RELATED PROGRAMMES OF KVK BURDWAN" and addressed to "The Director, ICAR-CRIJAF, Barrackpore, Kolkata-700120" should reach on or before the last date and time of submission of on-line bid.

Note: EMD should be dropped in the tender box available at the Purchase & Store Section of ICAR-CRIJAF, Barrackpore on or before last date & time of submission in a sealed envelope addressed to: "The Director, ICAR-Central Research Institute for Jute & Allied Fibres, Barrackpore, Kolkata-700120"

OR

Bidders are required to visit www.crijaf.org and deposit EMD through the online payment gateway link available at top right hand corner of the Institute's website homepage. Scanned copy (.pdf) of the deposition slip should be uploaded in the relevant folder of the CPPP while submitting bids.

5. The tenders are liable to be ignored if complete information as required is not given therein or if the particular asked for in the schedules to the tenders is not fully filled in. Individual signing the tenders or other documents connected with contract may specify whether he signs it in this capacity of (i) a sole proprietor of the firm or constituted attorney of such sole proprietor, or (ii) a partner of the firm if it be partnership in which case he must have authority to refer to arbitration dispute concerning the business of the partnership whether by virtue of the partnership agreement or power of attorney or (iii) constituted attorney of the firm if it is a company.
6. If tenderer does not accept the offer, after issue of letter of award by Institute within 15 days, the offer will automatically be treated as cancelled without any further notice and earnest money forfeited.
7. The Institute is not bound to accept the lowest or any other tenders and also reserve to itself the right of accepting the tenders in whole or in part.
8. No interest on security deposit and earnest money deposit shall be paid by the institute to the tenderer.
9. Decision of Director, ICAR-CRIJAF shall be final for any aspect of the contract and binding to all parties. Disputes arising, if any on the contract will be settled at his/her level by mutual consultation and in case of failure of settlement dispute shall be referred to the sole arbitrator to be appointed by the Director of the Institute. The decision of the sole Arbitrator so appointed shall be final and binding on the parties. Arbitration proceedings shall be governed by the Arbitration and Constitution Act, 1996.
10. The catering agency / caterer or any of their staff / worker will not be allotted any accommodation in the campus. However, KVK's Kitchen will be provided only for cooking purposes during the training days or programme days. Cooked food from outside also be allowed.
11. The caterer should be readily accessible as the training programmes sometimes are finalized at a very short notice.
12. The person should have his own catering services and should not quote the rates on behalf of anybody else. The contractor shall not sublet the work without prior written permission of the ICAR-CRIJAF.
13. A committee will be constituted by the Sr. Scientist & Head KVK, Burdwan to surprise check the quality of food, service and sanitation etc. If the quality of food is not found satisfactory: Competent Authority may cancel the contract without any prior notice to the contractor. Next caterer in the waiting list may be awarded for catering services.
14. Vegetables and non-veg items should be fresh and in good condition, which shall be inspected by the committee from time to time.

15. A proper dress code should be maintained by the catering staff.
16. If the proper no. of items mentioned in the menu are not provided by the contractor, then amount will be deducted accordingly.
17. The contractor will have to bring utensils, crockery etc. to serve the Tea/Coffee/Breakfast/Lunch/Dinner etc.
18. The tender will be valid for 01 (one) year and could be extended for another year depending upon the performance of the tenders during the year.
19. **Security Money:** An amount of ₹50,000/- (**Rupees Fifty Thousand**) only as a security deposit for the contract is to be deposited by the Selected Agency/Successful tenderer only after receiving a communication from the Institute. In the event of non-deposition of the same, the earnest money will be forfeited.
20. Successful tenderer will have to enter into a detailed contract agreement with the Institute non-judicial stamp paper of ₹ 100/-.
21. The payment will be made on bill basis through PFMS for which the contractor has to submit bill after completion of the course / programme on the basis of work order / actual number of participants, whichever is lower.
22. Income Tax will be deducted from the payment due for the work done as per rule.
23. The contractor will discharge all his legal obligations in respect of the workers/ supervisors to be employed/ deployed by him for the execution of the work in respect of their wages and service conditions and shall also comply with all the rules and regulations and provisions of laws in force that are applicable to them from time to time, viz. obligations under Contract Labour (Regulation & Abolition) Act 1970, workmen's Compensation Act, 1943, EPF, ESI & MP Act 1947 etc. The Contractor shall indemnify and keep indemnified the Institute from any claims, loss or damages that may be caused to it on account of any failure to comply with the obligations under various laws. In case of any dispute, the decision of Director, CRIJAF shall be final and binding on the contractor.
24. The rate should be inclusive of all taxes. The Institute will not entertain any claim whatsoever in this respect.
25. The bid should be submitted in accordance with these instructions and any tender not conforming to the instructions as under is liable to be rejected. These instructions shall form the part of the tender and contract.

Note: For online Bid submission, as per the directives of Department of Expenditure, this document has been published on the Central Public Procurement Portal (URL: <https://eprocure.gov.in/eprocure/app>). The bidders may regularly check the portal regarding the date of opening of financial bid/corrigendum (if any).
26. The following documents /vouchers are required to be enclosed with the tenders form which are the terms and conditions of the tender's documents :-

- a. Scan copy of registration certificate of the firm from appropriate registering authority
- b. Scan Copy of PAN Card & GST Registration.
- c. Scan Copy of Bank mandate form.
- d. Scan copy of tender acceptance letter on company letter head as per the enclosed format (Annexure-A).
- e. Scan copy of Non-blacklisting certificate on company letter head as per enclosed format (Annexure-B)

- f. Scan copy of the past performances for similar types of jobs with Govt. Institutes/organization during the last one year (FY 2018-19). (Not applicable for **Start Up Enterprises** subject to documents submitted by the firm.)
- g. The Bidder should have filed ITR for the last financial year i.e., FY 2019-20. (Copy of the ITRs to be submitted).

Tender Acceptance Letter

(To be submitted on Company Letter Head)

INVITATION TO RE-TENDER AND INSTRUCTIONS CONTAINING TERMS AND CONDITIONS GOVERNING THE TENDER FOR ANNUAL RATE CONTRACT FOR REFRESHMENT TO BE SERVED DURING 'ON CAMPUS' & 'OFF CAMPUS' TRAINING PROGRAMME AND OTHER FARMER RELATED PROGRAMMES OF KVK BURDWAN

Full Name and Address of the Tenderer in Addition to Post Box No. , if any , should Be quoted in all communications to this Office

**Telephone No.....
Telegraphic address /FAX/Cellular No.....**

E-mail address

From M/s

.....

To

**The Director
ICAR-Central Research Institute for jute and allied fibre,
Nilganj, Barrackpore, Kolkata-700120**

Sir,

1. I/ We have read all the particulars regarding the general information and other terms and conditions of the contract for ANNUAL RATE CONTRACT FOR REFRESHMENT TO BE SERVED DURING 'ON CAMPUS' & 'OFF CAMPUS' TRAINING PROGRAMME AND OTHER FARMER RELATED PROGRAMMES OF KVK BURDWAN and agree to provide the services as detailed in the schedule herein or to such thereof as you may specify in the acceptance of the Tender the rates given in the – FINANCIAL BID to this tender and I/We agree to hold this offer open till 180 days. The rates quoted will be valid for a period of one year in the event of award of the contract. I/We shall be bound by a communication acceptance dispatched within the prescribed time.

2 . I/ We have understood these terms and conditions for the contract and shall provide the best services strictly in accordance with these requirements.

**3. The following pages have been added to form a part of this tender
The Schedules – I and II to accompany this tender are at pages**

4. Every page so attached with this tender bears my signature and the official seal.

5. Pay order /DD No.....datedfor Rs.....drawn in favour of (ICAR-UNIT-CRIJAF) payable at Kolkata is enclosed as earnest money .

Yours faithfully,

Signature and Official seal of tenderer

(To be submitted on Company Letter Head)

UNDERTAKING

I/We _____ do hereby solemnly affirm and declare that my/our firm/company/business entity is not blacklisted by any Government Department/Autonomous Organization etc. or prosecuted by any court of law.

Dated:

Signature of authorized signatory _____
(with stamp)

Details of the items

Sl No	Description
1.	Tea + Biscuit
2.	Coffee + Biscuit
3.	<u>Breakfast / Evening tiffin</u>
(a)	Bread (03 pcs), Banana (03pcs), Sweet (01 pcs)
(b)	Bread (03 pcs), Egg (01pcs), Sweet (01 pcs)
(c)	Puri/ Luchi (04pcs) + sabji/curry (200gm) + sweet (01 pcs)
(d)	Chowmin (veg/egg)(200gm)
4.	<u>Lunch / Dinner (Working)</u>
(a)	Veg- Potato chips(100gm) + Rice(200gm)/Roti(05 pcs) + Dal(200gm) + Sabji paneer curry(200gm)+, Chatni, Papad
(b)	Non Veg- Potato chips(100gm) + Rice(200gm)/Roti(05 pcs) + Dal (200gm)+ Sabji(200gm) + Chicken (150gms)/fish (100gm)+, Chatni, Papad
5.	<u>Lunch/Dinner(Special)</u>
	Veg- -Green Salad (Cucumber, Onion, Tomato, Carrot, Lemon) (100gm) -Roti (Tawa)(04pcs)/Puri (06 pcs) -Rice/Pulao/Jeera Rice (Fine quality) (200gm) -Dry Vegetables curry – (With seasonal vegetables) (125gm+125gm) -Daal (Arhar /. Masoor / Moong) (200gm) -Curd – 100 gm -Papad -Sweets: 01 pc (Rasgolla / Gulab Jamun) -Ice Cream (80gm)
6.	<u>Lunch / Dinner (Special)</u>
	Non Veg- (Mutton) -Green Salad (Cucumber, Onion, Tomato, Carrot, Lemon) (100gm) - Roti (Tawa)(04pcs)/Puri (06 pcs) -Rice/Pulao/Jeera Rice (Fine quality) (200gm) -Dry Vegetables curry – With seasonal vegetables (01 Nos) (125gm) -Daal (Arhar /. Masoor / Moong)(200gm) -Mutton – (200gm) -Curd – 100 gm -Papad -Sweets: 01 pc (Rasgolla/Gulab Jamun) -Ice Cream (80gm)

7	Non Veg- (Chicken/Fish) Green Salad (Cucumber, Onion, Tomato, Carrot, Lemon) (100gm) - Roti (Tawa)(04pcs)/Puri (06 pcs) -Rice/Pulao/Jeera Rice (Fine quality) (200gm) -Dry Vegetables curry – With seasonal vegetables (01 Nos) (125gm) -Daal (Arhar / . Masoor / Moong)(200gm) -Chicken (150 gm)/ fish (bhetki/pabda/pomfret/prawn) (150 gm) -Curd – 100 gm -Papad -Sweets: 01 pc (Rasgolla/Gulab Jamun) -Ice Cream (80gm)
8.	Packed lunch
(a)	Fried rice (650gm foil packet)+ chilly chicken (200gm)
(b)	Fried rice + Chilly Paneer (150gm)
(c)	Biryani (veg)(750g, foil pack) + Raita(100gm) +salad (100gm)
(d)	Biryani (chicken)(750gm foil pack) + Raita(100gm) + salad(100gm)
(e)	Polao (650gm foil pack)+ Chicken (200gm)
(f)	Polao (650gm foil pack)+ Paneer (200gm)

** The quoting firms are hereby informed to quote the exact rates only in the price bid in BOQ format which was uploaded in the CPPP.